**PROFESSIONAL DEVELOPMENT COMMITTEE**

**Meeting Agenda**

Thursday, January 16th, 2025 1:30pm – 3:00pm

HR Conference Room in Bussman Annex

**Zoom Link:** [**https://santarosa-edu.zoom.us/j/89027983347**](https://santarosa-edu.zoom.us/j/89027983347)

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| TOPIC | TIME |
| Notetaker: TBD; Facilitator: Stephanie |
| 1. Approval of Meeting Minutes from 12.5 Meeting
 | 2 minutes |
| 1. Spring PDA Planning - Maintain workshop schedule
	1. Discuss two late entries
		* Courageous Conversations: Linguistic Justice
		* Linguistic Justice
 | * + - minutes
 |
| 1. Update on Website
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| 1. Follow Up on PDA To Do Items
	1. Jamie & Megan how are room assignments?
	2. Brenda – update Tauzer Plaque from Halls
	3. Status on student employees adding modality and identify pathways for workshops and add to schedule
	4. Pacific Dinning order, review any outstanding questions & last date for increase/decrease
	5. Was Media Services/PR contacted for the photographer?
	6. January - Order posters (30) and 8-1/2x11 pages for workshop locations (50) from the Copy Center (assign)
	7. Placed the week of PDA - Distribute posters once delivered (reserve 10 for Ellis/day of event) (assign)
	8. Collect talent release forms for outside presenters if applicable (only for those who are getting workshop recorded)
	9. Send final spreadsheet District Police, Media Services, Computer Labs, Petaluma Scheduling, Petaluma staff etc) - assign
	10. Send emails to dl.staff.all to announce PDA – Brenda?
 | 55 minutes |
| 1. Future Topics to Discuss
	1. Review the Website, discuss upgrades
	2. Review process for district offers
 | 5 minutes |
| 1. Next Meeting Agenda Items
	1. Meeting Date: February 6, 2025
	2. Facilitator: Management Lead? ; Notetaker: TBD
	3. Agenda Items:
		* PDA Planning:
			1. PDA Event Support (see [Support Duties](https://srjc.sharepoint.com/%3Aw%3A/s/ProfessionalDevelopmentCommittee/EWZjO8Gus0pBrPKxMrPCmXwBiGT_xzSlX-TAx_qPMOfy3g?e=teW50K) document)
		* Website Presence
		* Events Calendar/Page
 | 3 minutes |

Committee Function:

1. Organizes the Professional Development Activity Day Program for all employees;
2. Encourages thorough discussions among all District employees regarding professional development needs;
3. Sets professional development goals, both immediate and long range;
4. Collaborates with other committees on Professional Development matters;
~~5. Oversees the flexible calendar program (the “Flex Program”) for the District;
6. When funding is available, reviews professional development projects/funding applications (AB1725 restricted funds for staff development);~~
7. Responds to training needs for critical College Initiatives.

Committee Membership:

Jamie Cook; Stephanie Dirks, Alexa Forrester, Ann Foster, Jessica Harris, Jill Harrison, Megan Napoli, Theresa Richmond, Tammy Sakanashi, Ann Schott, Patsy Young.